## **Department Actions and Responsibilities**

Want to know if

we've received

your IPF? Just

check Cayuse

Not sure which indirect cost rate applies to your study? Send the protocol to the CTCO to determine whether the study qualifies as a clinical

Have a positive disclosure on your 700-U or Form 800? You may want to submit these online forms to COI prior to submitting the IPF in order to avoid delays in contract execution<sup>2</sup>; we can't sign a contract until positive disclosures are approved by COI.

Please contact the Cayuse team if you have any problems or questions regarding use of Cayuse<sup>3</sup>. status of contract negotiations? You can check Cayuse. Feel free to reach out to the sponsor directly for updates on the Sponsor's review of the contract.

Want to know the

Review the contract, the payment terms, budget, and any other exhibits. Are the correct budget and payment terms attached to the contract? Has the sponsor made edits you haven't revieweo?

If COI has not been completed, a positive disclosure has not been approved by COI, or if the PI hasn't completed the COIR training, the contract will not be signed.

If IRB has not been approved, the contract will not be awarded.

Submit sponsor budget, CTA, protocol, and draft UBT to Julie.

trial1.

Negotiate the budget and all payment terms directly with the Sponsor/CRO.

Once the budget and payment terms have been negotiated, create an IPF in Cayuse. Collect your chair's signature on the UBT, then submit your Cayuse proposal number, the final sponsor budget, payment terms, and signed UBT to Julie.

Complete your IPF and route for approval through Cayuse, Please see the Handbook for instructions. You may be asked to confirm acceptance of specific contract language that could affect your obligations or payment rights.

Once the CTA is negotiated, you will be asked to review the agreement (including the budget and payment terms) and confirm that all departmental and PI obligations are acceptable.

Collect the PI's signature and follow any signature instructions provided by the CTCO.

All final award documents will be available to download in Cayuse.

Julie will provide feedback on the sponsor budget, payment terms, and draft UBT. Julie will upload the approved UBT into Cayuse and will notify the administrative contact in the CTCO that the budget documents have been approved.

CTCO will send an email informing the department of which contract administrator has been assigned to the study.

After reviewing the protocol and contract, the CTCO will reach out to the sponsor/CRO to request any necessary revisions.

After the CTA is finalized, the CTCO will send the final agreement to the department for the PI's signature. The CTA is executed and then awarded (forwarded to CGA).

## CT Contracts Office (CTCO) Actions and Responsibilities

- 1. Definition of a Clinical Trial: http://research.ucdavis.edu/proposals-grants-contracts/helpful-links/costs/
- 2. Online COI submission: <a href="https://or-forms.ucdavis.edu/">https://or-forms.ucdavis.edu/</a>
- 3. Cayuse help: ORCayuseHelp@ucdavis.edu
- 4. Failure to submit a complete and correct IPF in accordance with the Handbook for Department Industry-Funded Clinical Trial Staff, Principal Investigators and Approvers will result in delayed review. Don't forget to upload all required attachments:
  Clinical Trial: UBT, Sponsor Budget and Payment Terms (if separate from the CTA) CTA, Protocol, and the Exception to Policy for Clinical Study Contracts Service: Internal Budget, Sponsor Budget and Payment Terms, Service Agreement, and Protocol